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10 February 1972

**MEMORANDUM FOR: Deputy Director for Support**

**SUBJECT : Office of Training Report for  
the Week of 31 January**

**1. Courses**

a. Seventeen of the 20 officers who attended the first running of the Senior Seminar met at the Chamber of Commerce Building on 26 January. They commented favorably on the overall planning for the next seminar and many of their suggestions for improvement are being incorporated into the Seminar. [REDACTED] of the CA Staff is on loan to fill the Clandestine Service role. The assignment of [REDACTED]

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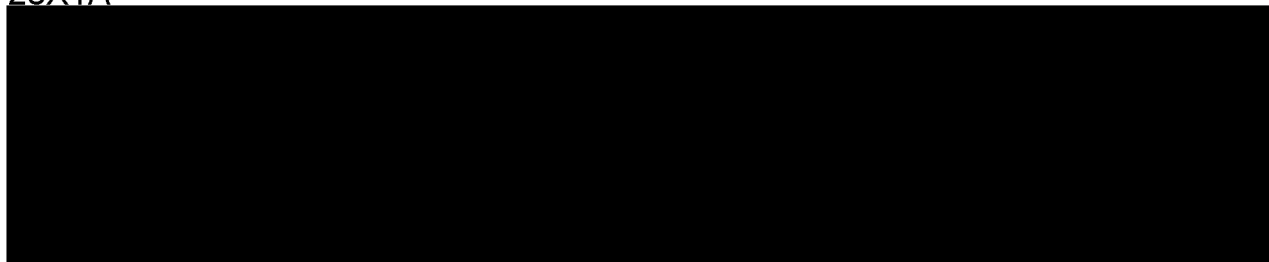
[REDACTED] Office of the Deputy Director of Science and Technology has been extended through the next running.

b. Weapons and Defensive Driving Course began on 31 January and ended on 4 February with ten trainees. Two other officers including one from the Secret Service participated in the defensive driving portion of the course.

Excluded from automatic  
downgrading and  
declassification

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d. The Chief and Deputy Chief of the Language School briefed

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[REDACTED] C/AF, and his Branch Chiefs on the Language Development Program and the services that the Language School offers to CS

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components. [REDACTED] was particularly interested in the language courses for dependents and asked his staff to insure that AF officers become aware of the program. He also asked that a review be made of the Division's current and future language needs.

e. Interest in Agency-sponsored Slavic language training is increasing. In particular the Russian courses given at Headquarters are experiencing a surge in enrollment. As of 7 February there has been an increase from 41 to 67 students in the courses.

2. Notes

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[REDACTED] spent from 29 January to 2 February in Montgomery, Alabama, where he found suitable housing in anticipation of his move to the Air War College in July 1972 --- The Deputy Chief of the Language School visited the American Express Language Center (formerly the Institute of Modern Languages) on

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2 February and judged it to be one of the better commercial language schools in the area in the teaching of the six "world" languages --- 400 copies of the second issue of Language Highlights were distributed this week through the training officers --- [REDACTED]

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25X1A [REDACTED] were given an administrative briefing prior to their leaving for the Federal Executive Institute, Charlottesville, Virginia, where they will attend the Seventeenth Session of the Residential Program in Executive Education from 6 February - 31 March 1972 ---

25X1A [REDACTED] C/ISS/TR, is attending the Brookings Institution's Conference for Management and Program Executives in Williamsburg from 6-18 February --- Records of individuals who completed courses given by the Office of Communications from 1950 on are now incorporated in Agency Training Records (ATR). The ATR now has all information on Component Training within the Agency --- We have four nominees for the next Foreign Affairs Executive Seminar beginning 6 March: [REDACTED]

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Office of Finance, is attending AMA's Fundamental Course for Financial Systems Development, a one-week course which began 7 February in Chicago. [REDACTED] will attend AMA's three-day course on Designing a Computer - Based Payroll beginning 27 March in New York City.

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3. Briefings

Three briefings were given during this reporting period including one on 3 February for Robert S. Ingersoll, U.S. Ambassador-designate to Japan. The Ambassador, who had previously been exposed to the Agency when he attended a two-week course sponsored by the Brookings Institution, is well disposed toward the Agency.

4. Guest Speakers

Attached is the list of high-level guests who will participate in OTR's programs to be conducted during the week of 14 February.



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